



# Human Resource Office U.S. Embassy Santo Domingo

**ANNOUNCEMENT NUMBER: 13-46**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Agricultural Specialist, FSN-10/FP-5

**OPENING DATE:** August 23, 2013

**CLOSING DATE:** September 3, 2013

**WORK HOURS:** Full time – 40 hours per week

**SALARY:** Ordinarily Resident (OR): RD\$1,052,760 p.a. (starting salary)  
\*\* (USEFM) Not-Ordinarily Resident (NOR): US\$50,043 p.a. (starting salary)  
\*\* (MOH) Not-Ordinarily Resident (NOR): US\$42,948 p.a. (starting salary)

*\*\* (This pay is only for Eligible Family Members (USEFM) and Member of Household (MOH) who are eligible for employment under the American USG pay plan)*

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, PLEASE INCLUDE WITH YOUR APPLICATION COPY OF BOTH SIDES OF THE DOMINICAN CEDULA.**

The U.S. Embassy in Santo Domingo is seeking an individual for the position of Agricultural Specialist in the Foreign Agricultural Service.

## **BASIC FUNCTION OF POSITION**

The incumbent is responsible for plan, oversee and participates in the full range of agricultural research, analysis and reporting, trade promotion, technological exchange, capacity building and other related activities of the program, drafts reports on the market for particular products or trade situations, recommends solutions to agricultural policy problems between the U.S. and the Dominican Republic. Recommends and implements activities to expand markets for U.S. agriculture products. Develops and maintains contacts with senior Dominican officials and with public and private sector officials. Advises on overall trade policy and trade capacity for all commodities for the Dominican Republic.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 809-731-4288.

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree or country equivalent in Agriculture, Agricultural Economics, Economics, Business Administration or closely related field is required.

2. Three to five years of progressively responsible experience in the field of agricultural economics, with an emphasis in analyzing and interpreting data and presenting findings in comprehensive written report are required.
3. English level IV (fluent) (writing/speaking/reading); Spanish level IV (fluent) (writing/speaking/reading) are required.

**The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all other requirements.**

4. A thorough understanding of Dominican agricultural development, agricultural business and agricultural trade policies and practices and familiarity with agribusiness in the United States are required.
5. Capacity to draft correspondence and agricultural reports in English, develop and maintain an extensive range of contacts with all levels of senior level decision-makers in the Dominican Republic and private sector are required.
6. Computer management, communication technology and computer software programs for reporting, development data banks and running statistical analysis, presentations, contact database management are required.

**ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.**

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold an unclassified security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment as a Locally Employed Staff or Family Member](#) and
2. A current resume or curriculum vitae if available, **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Office of Human Resources  
Attention: Sofia Dominguez  
e-mail: [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov)

## **POINT OF CONTACT**

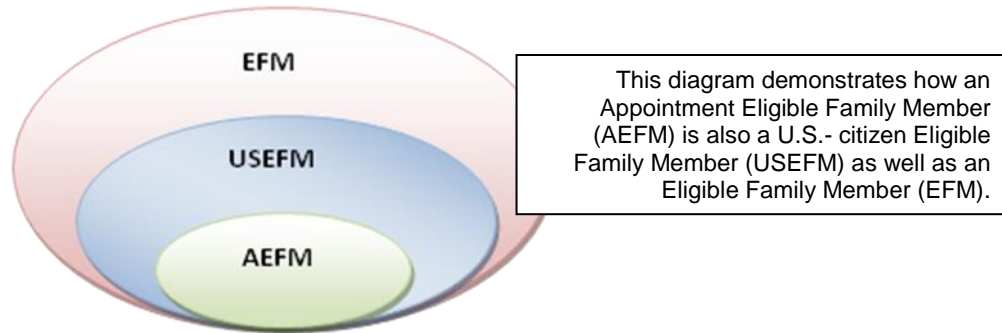
Sofia Dominguez  
Telephone: 809-731-4288  
Fax: 809-731-4372

## **CLOSING DATE FOR THIS POSITION: September 3, 2013**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family

Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), [Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed [service](#) member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan ([AIT](#)), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References